

Grow with **Google**

Applied Digital Skills for Adult Education

Table of Contents

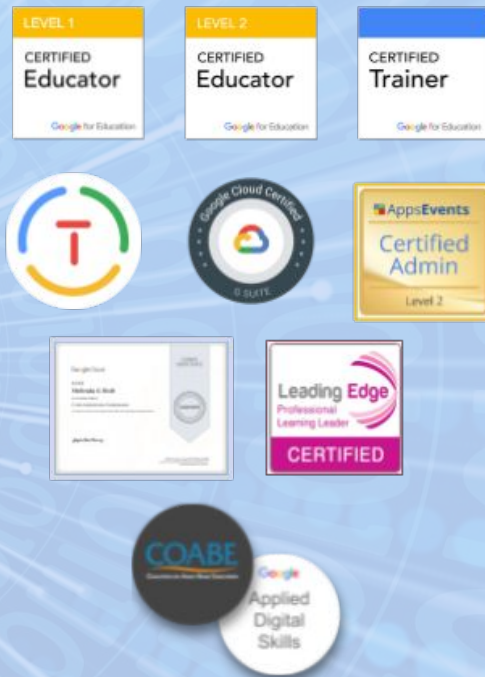
- ❖ **Presenter Info**
- ❖ **Things to Ponder**
 - **Definition of Digital Literacy**
 - **Importance of Digital Literacy**
 - **Stats**
 - **Students know more than you think**

About ApSki

- ❖ **The Link**
- ❖ **Lesson makeup**
- ❖ **Google**
 - **Accounts Needed**
 - **The Learning Platform**
 - **Drive**
- ❖ **Transferability of Skills**
- ❖ **What Students and Teachers Need**

ABOUT THE PRESENTER

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Things to ponder

About Digital Literacy

Digital Literacy is...

“... the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.”

American Library Association

Everyone in agreement?

Anything to add?

Why is Digital Literacy Important?

Name one job that does not require digital skills?

Employers list digital skills as a requirement even for low-level jobs - including the application process.

The job announcement lists texting and email as a required skill
AND
Applications must be posted online.



Jobs are required... energetic personality a must... don't wait call HR today.

Interviews Daily!

HAPPY RESORT HIRING!

- * Hotel Guest Service Representatives
- * Guest Room Attendants (Housekeeping)
- * Building Maintenance
- * Kitchen Staff

Work with people who treat you like family!
At Happy Resort we know when you feel like part of the family, you'll treat our guests like family. Join our family!

!! Competitive Pay and Benefits!!

- ! Medical, Dental, and Vision Insurance !
- ! Paid Time Off !
- ! Holiday Pay !
- ! Sick Pay !

Ideal candidates must have a flexible schedule and be able to communicate by phone, text, and e-mail.

Applications must be submitted online!
happyfakey.com/jobopportunity

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Digital Literacy Helps Adult Learners

Grow in their
careers - more
promotion
opportunities

Opens doors to
employment

Access online,
social, and
government
services

Keep up with
changing
landscape in
U.S.

Learn practical
life skills like
sending /
reading email

Understand
kids'
homework
assignments

Grow economic
and
educational
opportunities

STATS

More than

4

million

Job postings call for baseline skills

using communication apps, spreadsheets, word processing programs

Source: [Burning Glass](#)

More than

75%

Low-level job openings

request foundational digital skills.

Source: [KnE Publishing](#)

Top

5

essential

Digital Skills

1. Using devices and handling information.
2. Creating and editing.
3. Communicating.
4. Transacting.
5. Being safe and responsible online.

Source: [Google Search](#)

"Job Zone One: Little or No Preparation Needed."

“My students cannot learn technology ~ that is beyond their skills!”

Are you sure?

EMAIL FROM ESL TEACHER AFTER DIGITAL SKILLS WORKSHOP

We learn something new every day!

This one is thanks to a Guatemalan pre-literate student, and comes under the heading of "Why Didn't I Think of That?" - I'll call her Maria.

We are preparing for our citizenship presentations, and she cannot read the words we wrote together.

So Maria pulled out her voice recorder, and asked me to record it for her. She came in the next day able to read it to any of us!!! She will probably have it memorized by Tuesday!!

So then another very low student couldn't pronounce some of the words ... and I asked Maria to help us record it to the other student's phone... she took the phone and found the recorder when I couldn't, and I recorded it for the student, who was THRILLED!

WOW! Technology can come to the rescue of those whom I think of as technologically challenged!

ESL Teacher

Applied Digital Skills

Things to know
before using **ApSki**

The Link!

g.co/applieddigitalskills/coabe

- Created by Google in partnership with COABE.
- Acts as an adult education “portal.”
- Allows Google to count adult education access.
- The more the link is used, the more lessons will be added for adult education.

USE THE COABE LINK!



The Lessons

Free video-based technology lessons that prepare learners of all ages for the *growing number of jobs that require basic digital skills*.

At the end of each lesson learners have a “product” - resume, web site, budget, etc.

Lessons can be filtered (found) by level (audience), digital tool (app), or topic.

Check out the collections where lessons are compiled to meet a goal

The screenshot displays the Google Digital Literacy Lessons interface. At the top, there is a search bar labeled "Search for a lesson" and a "Clear filter" button. Below this is a "Filter by" section with a "Clear filter" button. The filters include "Audience" (set to "All"), "Digital level" (set to "Beginner"), and "Topic" (set to "All"). A list of topics is shown on the left, including Art, Business, Career and College Readiness, Communication, Computer Science, Digital Citizenship, Digital and Computer Arts, Financial Skills, Group Projects, Health, Science, and Social Studies. The main content area is titled "Collections" and shows a grid of lesson collections. Each collection has a title, a brief description, and a "View all" button. The collections include:

- Personal Projects**: Increase your personal productivity and do creative tasks. (Collection of 4 lessons)
- G Suite Certification Exam Prep**: Lessons you can use to prepare for the G Suite certification exam. (Collection of 11 lessons)
- Job Preparedness and Career Exploration**: Develop job skills and explore career paths. (Collection of 5 lessons)
- College Readiness**: Learn skills to plan for college and other educational opportunities. (Collection of 8 lessons)
- Digital Learning Day**: Learn new digital skills to celebrate Digital Learning Day. (Collection of 6 lessons)

 Below the collections, there is a "LESSONS" section showing "Showing 102 of 102" and a "Sort by" dropdown menu set to "Most Popular". The first lesson listed is "Create a Presentation 'All About a Topic'", with a sub-heading "Make a Promotional Flyer" and a description "Raise awareness about a project and recruit...".



Google Accounts are needed

Accounts are free!

[Accounts.google.com](https://accounts.google.com)

Users with a “username@gmail.com” account have access ALL google tools including Gmail.

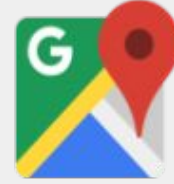
Free accounts can also be created using an existing email address (like yahoo or hotmail).

- Users with a “username@yahoo.com” account will have access ALL google tools EXCEPT Gmail.

The image displays two screenshots of the Google Account creation interface. The left screenshot shows the 'Create your Google Account' form with fields for 'First name', 'Last name', 'Username', and 'Password'. A red box highlights the link 'Use my current email address instead' below the 'Username' field. The right screenshot shows the same form with 'myname@yahoo.com' entered in the 'Your email address' field. A 'Next' button is highlighted in blue. The right screenshot also features a shield icon with a person silhouette and the text 'One account. All of Google working for you.'

G Suites

The ApSki
Learning Platform



DRIVE

Some info to know



Drive contains most of the apps referred to by ApSki in the lessons.

- An online storage area for any digital item: documents, designs, drawings, recordings, videos, etc.
- PUB Drive allows 15 GB of space.
- CLUB Drive usually 100 GB to unlimited.
- Secure ([https:](https://)) - safe to store most information.
- Different sharing options available for every item.
- Organize and find using folders, info, or search keywords within files.



SKILLS TRANSFER

Skills learned in ApSki transfer to other applications

- Docs = Word, TextEdit
- Sheets = Excel, Numbers
- Slides = PPT, Keynote
- Gmail = Outlook, Hotmail
- Sites = Wix, Weebly
- Apps Script = (ok...you got me here).



Applied Digital Skills

What is needed?

Learners need:

- To be able to type, use mouse, and keyboard functions (enter, shift, tab),
- Basic computer knowledge (turn on, open browser, etc.),
- Understand basic terms like **click**, **back**, and **open** (see Basic Tech Terms in this Slides Deck),
- A Google account (club or pub).

Teachers need:

- Basic computer skills and knowledge,
- A Google account (that shares with students),
- Knowledge of the ApSki lesson offerings,
- Familiar with Google Drive and its apps,

